EXHIBIT KIT

TPMA Diabetic Foot Update
December 4-6, 2015
San Antonio, TX

Exhibit Hall: Texas B/C, 4th Floor

Exhibit Hours:
Thursday, December 3, 2015
5:00pm – 8:00pm Exhibitor Check-in and Set-up

Friday, December 4, 2015
7:00am - 4:00pm Exhibit Hall Open

Saturday, December 5, 2015
7:30am – 4:30pm Exhibit Hall Open
4:30pm - 5:30pm Exhibitor Tear Down

Hotel: Grand Hyatt San Antonio
600 East Market Street, San Antonio, TX 78205
TPMA room rate: $194
Cut-off date: November 12, 2015
Reservations: (888) 421-1442 or (800) 233-1234
https://aws.passkey.com/g/50348406

Grand Hyatt San Antonio
Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Grand Hyatt San Antonio.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **210.212.7133**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Grand Hyatt San Antonio
600 East Market St
San Antonio, TX, 78205
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Grand Hyatt San Antonio
600 East Market St
San Antonio, TX 78205
Phone: 210.212.7133
Fax: 210.212.7103
Email: usa5046@fedex.com

Operating Hours
Mon – Fri: 7:00am - 7:00pm
Saturday: 10:00am - 5:00pm
Sunday: 10:00am - 5:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Grand Hyatt San Antonio with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Grand Hyatt San Antonio, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Grand Hyatt San Antonio, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.

Grand Hyatt San Antonio
Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	$5.00
0.0 – 1.0 lbs.	$2.00**	$5.00
1.1 – 10.0 lbs.	$10.00	$15.00
10.1 – 20.0 lbs.	$15.00	$20.00
20.1 – 30.0 lbs.	$20.00	$30.00
30.1 – 40.0 lbs.	$25.00	$40.00
40.1 – 50.0 lbs.	$25.00	$50.00
50.1 – 60.0 lbs.	$25.00	$50.00
Over 60.0 lbs.	$25.00	$70.00
Pallets & Crates*	$150.00	$150.00

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of $150.00, which is applied to each pallet/crate handled. A labor fee of $70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	$5.00
11.0 – 30.0 lbs.	$10.00
31.0 – 60.0 lbs.	$15.00
Over 60.0 lbs.	$25.00
Pallets & Crates	$50.00
Over 6.5' in Size	$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of $100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
freemansanantonioes@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 20, 2015

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **DIABETIC FOOT CONFERENCE - GRAND HYATT - DEC 4-5, 2015**

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE: ☐ **Check if you are a new Freeman customer**

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.(**"U.S. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)

Please reference (426433) **on your remittance.**

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ BANK TRANSFER

Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#: 111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

☐ **AMERICAN EXPRESS** ☐ **MASTER CARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR

MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	UTILITIES		GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at:** www.freemanco.com/store.
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.**

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?426433

FREEMAN method of payment

F R E E M A N
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE NOVEMBER 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIABETIC FOOT CONFERENCE - GRAND HYATT - DEC 4-5, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	89.00	133.50	= $_____
1000 Watts (10 amps)	_____	_____	120.00	180.00	= $_____
2000 Watts (20 amps)	_____	_____	164.00	246.00	= $_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	265.00	397.50	= $_____
30 Amps	_____	_____	315.00	472.50	= $_____
60 Amps	_____	_____	501.00	751.50	= $_____
100 Amps	_____	_____	747.00	1120.50	= $_____
200 Amps	_____	_____	1417.00	2125.50	= $_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	343.00	514.50	= $_____
30 Amps	_____	_____	417.00	625.50	= $_____
60 Amps	_____	_____	688.00	1032.00	= $_____
100 Amps	_____	_____	957.00	1435.50	= $_____
200 Amps	_____	_____	1400.00	2100.00	= $_____
400 Amps	_____	_____	2100.00	3150.00	= $_____

Transformer to Boost 208V to Approx. 230V - $4.00 per Amp (20 Amp Min.)

Qty _____ Amps _____ = $_____

SPECIAL LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	101.00	151.50	= $_____
Double Light Stand	_____	107.00	160.50	= $_____
Arm Light	_____	119.00	178.50	= $_____

* May require labor and/or lift at additional charge. Please contact SanAntonioUtilities@freemanco.com for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE
Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:
DEADLINE DATE OF:
LATE DATE

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS
A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS
For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS
Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES
If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS
Separate outlets should be ordered for each piece of equipment and/or each power location.

HANGING SIGNS
Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

CANCELLATION
A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

OVERHEAD POWER
If you require your power from overhead, additional materials and labor may be incurred. Please contact SanAntonioUtilities@freemanco.com.

TOTAL COST

Outlet(s)	$ _____
Lighting	$ _____
Tax 8.25%	$ _____
GRAND TOTAL	$ _____

FREEMAN electrical

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE NOVEMBER 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIABETIC FOOT CONFERENCE - GRAND HYATT - DEC 4-5, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime - Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	**$ 86.00**	**$ 121.50**
Electrician - OT	**$ 172.00**	**$ 241.00**
Condor w/crew - ST	**$ 439.50**	**$ 615.25**
Condor w/crew - OT	**$ 478.75**	**$ 670.25**
Forklift w/operator - ST	**$ 120.00**	**$ 168.00**
Forklift w/operator - OT	**$ 161.00**	**$ 225.50**
Man Cage	**$ 46.00**	**$ 46.00**

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

*** Show site price applies to all labor orders placed at show site.**
*** Start time guaranteed only at start of working day.**

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I&D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan, please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date_____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE:_____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date_____Time_____# of Electricians _____

NAME OF ON-SITE CONTACT:_____

CELL PHONE:_____

Special Instructions:_____

_____

_____

_____

_____

_____

_____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other_____

Labor Request

Date_____ Time_____ Est. # Hours_____ # Electrician_____

Date_____ Time_____ Est. # Hours_____ # Electrician_____

Date_____ Time_____ Est. # Hours_____ Lift Type_____

NAME OF ON-SITE CONTACT:_____

CELL PHONE:_____

Special Instructions: _____

_____

_____

_____

_____

FREEMAN electrical labor

EXHIBITOR SERVICES ORDER FORM

PSAV PRESENTATION SERVICES

Exhibit Booth Info *Please complete the requested information below*

Program: _____

Set up Date: _____ ***Set up Time:*** _____ ***Booth #*** _____

End Date: _____ ***End Time:*** _____

Grand Hyatt San Antonio
600 E Market Street
San Antonio, TX 78205
PSAV Office: (210) 451-6185
Fax: (866) 312-8834

COMPANY INFORMATION

EXHIBITOR COMPANY NAME

ON-SITE CONTACT NAME

E-mail Address

Address

City, State, Zip

( )

Telephone Number

( )

Fax Number

Payment Terms & Conditions

Full payment, including sales tax, is due in advance. **Purchase orders are not accepted**. Cancellations less than 24 hours prior to exhibit load-in will be charged a one-day rate.

A representative must be in your booth to sign for delivery of equipment.

Weekly rates for equipment available after 4 days

The equipment requested in this order is being rented for the specified period of time only.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded.

Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control

+ ELECTRICAL SERVICES +
Not included in equipment rental.
Contact Freeman Electrical Services for power arrangements:
Hugh Hawkins
Phone: 210-227-0341
E-mail: Hugh.Hawkins@freemanco.com

Computer Display Equipment	Pre-Event Rate	On-Site Rate	Qty	Days	TOTAL
B&W Laser Jet Printer	$180.00	$255.00	X		=
Additional Toner	$100.00	$150.00	X		=
40" Plasma w/ Floor Stand	$790.00	$890.00	X		=
64" Plasma w/ Floor Stand	$1,180.00	$1,280.00	X		=
PC Laptop Computer	$235.00	$285.00	X		=
Remote PowerPoint Slide Advancer	$50.00	$75.00	X		=

Video Equipment / Other	Pre-Event	On-Site	Qty	Days	TOTAL
24" LCD Monitor (XGA)	$230.00	$285.00	X		=
DVD/ VHS Player	$90.00	$130.00	X		=
LCD Projector 2600 - 4000 Lumens	$455.00	$555.00	X		=
42" AV Cart w/Skirt	$30.00	$55.00	X		=
6x6 Tripod Screen	$95.00	$145.00	X		=

Miscellaneous Equipment	Pre-Event	On-Site	Qty	Days	TOTAL
Laptop Speakers	$45.00	$75.00	X		=
DID Telephone Line*	$185.00	$185.00	X		=

Long-distance charges will apply - call for details

Internet Access	Pre-Event	On-Site	Qty	Days	TOTAL
Wired High Speed Internet- Single User Access*	$540.00	$720.00	X		=
Wireless High Speed Internet- Single User Access*	$135.00	$225.00	X		=

T1 or better connection

Lighting & Rigging Services	Pre-Event	On-Site	Qty	Days	TOTAL
Vinyl Banner Hanging (Per Banner) On Airwall Only, under 32 ft²	$150.00	$300.00	X		=

For specialty equipment not listed, including special lighting & RIGGING requests, please call 210-451-6185 for quote.

Orders received less than 15 days before exhibit set-up will be charged on-site rates.

FAX (866) 312-8834

Payment ***Please complete the requested information below:***

Special Notes:

Credit Card Visa ___ Amex ___ Master Card ___ Discover ___

Cardholder's Name:

Account No. **ation Date**

Authorized Signature:

Printed Name:

Onsite Contact:

Telephone Number:
( ) -

TOTAL COST	
Equipment Total	$
Event Technology Support ADD 23%	$
SUBTOTAL*	$
*8.250% Sales Tax will be added to every order	
GRAND TOTAL	$

PSAV Exhibit Services Grand Hyatt San Antonio